

**UNITED STATES PROBATION OFFICE  
NORTHERN DISTRICT OF WEST VIRGINIA  
VACANCY ANNOUNCEMENT/POSITION OVERVIEW**

**POSITION:** U. S. Probation Officer

**OPENING DATE:** 08-18-2001

**SALARY:** \$28,649 to \$67,510

**CLOSING DATE:** 08-29-2001

**GRADE RANGE:** CL 25 to CL 28

**DUTY STATION:** Elkins, WV

**ANNOUNCEMENT NO:** 01-02

(Starting salary commensurate with qualifications and subject to availability of funding.)

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The U. S. Probation Office for the Northern District of West Virginia, a combined district for probation and pretrial services, is currently accepting applications for the position of U.S. Probation Officer. More than one position may be filled from this announcement. Hiring may be constrained by budgetary considerations.

**SUMMARY OF DUTIES AND RESPONSIBILITIES:**

Under the general supervision of the Chief, Deputy Chief, or Supervising Probation Officer, the U.S. Probation Officer (USPO) conducts investigations, presents and prepares bail or presentence reports and provides recommendations to the Court. An integral part of the sentencing process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. The USPO supervises offenders placed under supervision by the Court, the U.S. Parole Commission, or military authorities. The USPO performs any other related duties required by the Court or the Chief Probation Officer.

**QUALIFICATIONS:**

To qualify for the position, the applicant must be a college graduate from an accredited college or university with a degree in Social Sciences or in a field appropriate to the subject matter of the position. The completion of a master's degree or two years of graduate study in one of the accepted fields of study may substitute for the required general experience. To qualify for Classification Level 27, the successful applicant must have two years of specialized experience including at least one year equivalent to work at the CL-25 level. Specialized experience is progressively responsible experience in counseling and guidance with offenders in community corrections or pretrial programs or in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist and correctional researcher. Prior experience as a probation officer is desirable. Most law enforcement experience does not meet the definition of specialized experience.

Age and physical standards apply. This is a federal law enforcement position as defined under the Federal Employee Retirement System. Therefore, first time applicants for this position must not have reached their 37th birthday at the time of appointment and must be physically capable of performing all duties relating to employment responsibilities.

It is desirable that the applicant have some knowledge of:

- (1) Federal criminal statutes
- (2) Sentencing guidelines
- (3) Federal parole rules, policy and procedures
- (4) Bail statutes
- (5) Federal judicial administration and structure
- (6) Community programs, contract services and community treatment centers
- (7) Federal law enforcement agencies
- (8) Criminal Financial Investigations
- (9) Experience using personal computers, including the ability to type reports and other work assignments

A detailed position description is available upon request.

## **BACKGROUND INVESTIGATION AND DRUG SCREENING:**

Prior to appointment, applicants considered for this position will undergo a full FBI background investigation and drug screening. In addition, the incumbent will be subject to random drug screening and updated background investigations every five years.

## **APPLICATION PROCEDURE:**

To apply for this position, applicants must submit:

- \* a cover letter
- \* completed AO 78, *Application for Judicial Branch Federal Employment*
- \* a resume
- \* a college transcript
- \* and a writing sample\*\*

\*\* The preferred **writing sample** should be a typed, "sanitized" report/work sample from your experience in a criminal justice field.

Contact Barbara at the U.S. Probation Office in Wheeling, West Virginia, to obtain an application form (AO 78) which must be submitted to:

Jeff R. Givens, Chief  
U.S. Probation Officer  
P.O. Box 248  
Wheeling, WV 26003  
Telephone No (304) 232-8474

**INFORMATION FOR APPLICANTS:**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay (i.e., Direct Deposit). Selected Applicant will be required to complete 6-month probationary period. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses are the responsibility of the individual selected to fill the position. Divisional offices within the Northern District are located in Wheeling, Clarksburg, Elkins and Martinsburg, West Virginia. Applicants must be United States citizens or eligible to work in the United States.

**THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER**